

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

GENERAL CLASSROOM CONDITIONS SELF INSPECTION CHECKLIST

Guidelines: This checklist covers some of the regulations issued by the New Jersey Department of Education, Division of Business and Finance, School Facility Planning Service (N.J.A.C. 6:22), New Jersey Department of Community Affairs, Uniform Construction Code (N.J.A.C. 5:23) and the U.S. Department of Labor - OSHA General Industry standards (29 CFR 1910.22, 1910.141 and 1910.176). It applies to all classrooms. **The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question.** Any question marked with the symbol (⊕) indicates a history of previous violations in vocational schools. Questions marked with the symbol (☞) may require the help of an outside expert.

Please Circle

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| 1.* Are all changes in classroom use, alterations, repairs, construction or installation of new equipment reviewed with the Department of Education, School Facility Planning Service, the County of Office of Education and the local Uniform Construction Code Enforcement Official prior to implementation? [N.J.A.C. 5:23 and N.J.A.C. 6:22-1.1] | Y N N/A DK |
| 2. Is there an electric solenoid key-operated gas shut-off switch installed on each gas supply line to your shop or instructional area? [N.J.A.C. 6:22-5.3(a)(4)] | Y N N/A DK |

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| 3. | Are rooms air conditioned except for ones which have operable windows equal to at least four percent of the floor space? [N.J.A.C. 6:22-5.4(d)(1)] | Y N N/A DK |
| 4.*☞ | Do classrooms and instructional areas have a minimum lighting intensity of 50 footcandles? [N.J.A.C. 6:22-5.4(g)(1)] | Y N N/A DK |
| 5. | Do arts and crafts classrooms have a water source, sink and appropriate sink trap? [N.J.A.C. 6:22-5.4(h)(11)] | Y N N/A DK |
| 6. | Do shops and laboratories for industrial arts and vocational education have a net minimum floor area of 50 square feet per occupant? [N.J.A.C. 6:22-5.5(b)] | Y N N/A DK |
| 7. | Do classrooms have a net minimum floor area of 20 square feet per occupant? [N.J.A.C. 6:22-5.5(b)] | Y N N/A DK |
| 8. | Are classrooms kept clean and free from debris to the greatest extent practical given the types of activities being performed? [29 CFR 1910.141(a)(3)(I)] | Y N N/A DK |
| 9.☹ | Are waste materials which are prone to rotting placed in leakproof receptacles with tight fitting covers and regularly removed for disposal (daily)? [29 CFR 1910.141(a)(4) and (e)(3)] | Y N N/A DK |
| 10.☹ | Are classrooms maintained, as far as reasonably practicable, to prevent the entrance or harborage of rodent, insects and other vermin? [29 CFR 1910.141(a)(5)] | Y N N/A DK |
| 11. | Is water suitable for drinking, personal hygiene, food preparation or cleaning available? [29 CFR 1910.141(b)(1)(I)] | Y N N/A DK |

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| 12. | Are all nondrinkable water outlets clearly marked as such?
[29 CFR 1910.141(b)(2)(I)] | Y N N/A DK |
| 13. | Are lavatories with hot and cold running water, hand soap
and towels/driers provided? [29 CFR 1910.141(d)(2)] | Y N N/A DK |
| 14. | Where showers are required, is soap, hot and cold running
water through a common discharge line and individual towels
provided? [29 CFR 1910.141(d)(3)] | Y N N/A DK |
| 15. | Is the consumption of food and beverages prohibited in or
near toilet rooms or areas containing toxic materials? [29
CFR 1910.141(g)(2)] | Y N N/A DK |
| 16. | Is storage of food or beverages in toilet rooms or in an area
exposed to a toxic material prohibited? [29 CFR
1910.141(g)(4)] | Y N N/A DK |
| 17. | Where students/teachers are required to wear protective
clothing because of the possibility of contamination with
toxic materials, are change rooms equipped with storage
facilities for street clothes provided? [29 CFR 1910.141(e)] | Y N N/A DK |
| 18.☹ | Is material stored so as not to create a hazard? [29 CFR
1910.176(b)] | Y N N/A DK |

Note: Bags, containers, bundles, etc., stored in tiers must be stacked, blocked, interlocked and limited in height so that they are stable and secured against sliding and collapse. Examples of violations include: shelves were not stable or secured against sliding and collapse and metal storage racks were not secured to wall in order to prevent sliding and collapse.

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| 19.☹ Are storage areas kept free from the accumulation of material that constitutes hazards from tripping, fire, explosion, or pest harborage? [29 CFR 1910.176(c)] | Y N N/A DK |
| 20. When using mechanical handling equipment, is there sufficient safe clearance through aisles, loading docks, turns or doorways? [29 CFR 1910.176(a)] | Y N N/A DK |
| 21. Are head clearance warning signs provided, where needed? [29 CFR 1910.176(e)] | Y N N/A DK |
| 22.☹ Are all lighting fixtures including fluorescents provided with a glass or plastic lens to protect the lamp? [N.J.A.C. 6:22-5.3(a)7] | Y N N/A DK |
| 23. Are concrete floors in all instructional areas, except shops, covered with a resilient floor covering? [N.J.A.C. 6:22-5.4(b)4] | Y N N/A DK |
| 24.☹ Are all passageways, work areas, storerooms and washing facilities kept clean and orderly and in a sanitary condition? [29 CFR 1910.22(a)(1)] | Y N N/A DK |
| Note: Examples of violations include floor areas strewn with lumber, tires, books and boxes. | |
| 25.☹ Are all floors kept clean and as far as possible dry? [29 CFR 1910.22(a)(2)] | Y N N/A DK |
| 26. If floors are likely to get wet (such as in food preparation), are platforms, mats, or other dry standing places provided, where practicable? [29 CFR 1910.22(a)(2)] | Y N N/A DK |

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| 27. | Are all floors kept free of protruding nails, splinters, holes or loose boards? [29 CFR 1910.22(a)(3) and 1910.141(a)(3)(iii)] | Y N N/A DK |
| 28.⊗ | Are aisles and passageways kept clear and in good repair, with no obstructions that could create a hazard? [29 CFR 1910.22(b)(1)] | Y N N/A DK |
| 29.⊗ | Are covers and/or guardrails provided to protect people from the hazards of falling into pits, tanks, vats, ditches, etc.? [29 CFR 1910.22(c)] See checklist for "Guarding Floor and Wall Openings and Holes." | Y N N/A DK |
| 30. | Are areas used for storage of materials marked with conspicuous signs which indicate the load bearing capacity of the floor? [29 CFR 1910.22(d)(1)] | Y N N/A DK |
| 31. | Is the load of stored materials assessed to ensure it is below the load bearing capacity of the floor? [29 CFR 1910.22(d)(2)] | Y N N/A DK |

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